

Kentucky Personnel Cabinet 501 High Street Frankfort, KY



IC Memorandum 12-29

TO: KEHP/KGLI Insurance Coordinators and Billing Liaisons

FROM: Department of Employee Insurance – Kentucky Employees' Health Plan

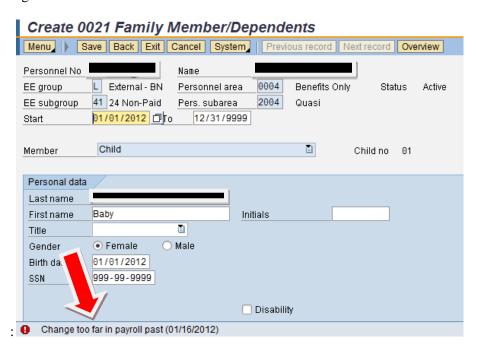
Kentucky Group Life Insurance

SUBJECT: Restriction to Retroactive KHRIS Entry

DATE: July 31, 2012

Beginning August 9th, a new retroactive date cap will be implemented which will prevent all changes that are effective more than 6 months in the past. This means changes that go back farther than February 1 2012 will kick out with an error message. This date cap will begin to bring us in line with current enrollment and billing retroactivity rules as well as ensuring that COBRA and rescission regulations are followed. In the future this cap will be further narrowed to 90 days as this process is refined.

If you have any changes to data in KHRIS that are effective earlier than February 1 2012, you will receive an error warning in KHRIS and you will not be able to process. An example is below. Please note the error message at the bottom of the screen shot.



If you need to make a change that exceeds the 6 month limit, the change must be submitted on the Retro *Cap Override Form*, posted on the DEI forms website below, to a Super User.

http://personnel.ky.gov/dei/12oe/2012Forms

Additionally, as we tighten the date cap each month, gradually reducing from 6 months down to 90 days, you will be notified.

The Super User for KGLI will be Kim Quinn with Joe Hughes as backup. The Super User for DEI will be Stephanie May with Paula Chisholm serving as backup.

We realize this new endeavor may cause some confusion at the onset but will work with you to resolve these retro-effective changes in a timely, efficient manner.

Thank you for your patience and support during this change.